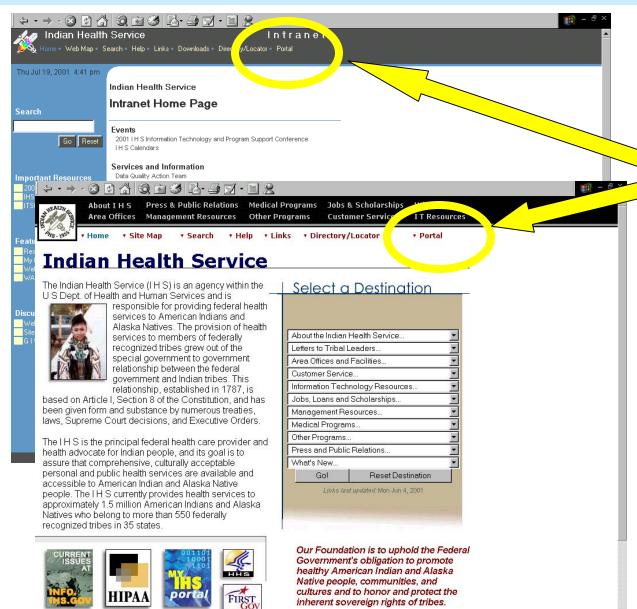


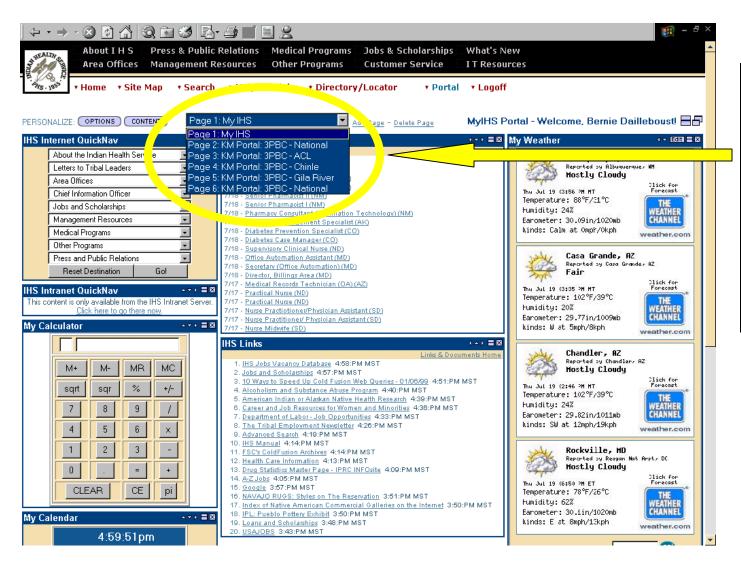
Knowledge and Learning Portal User Guide

Accessing the MY IHS portal



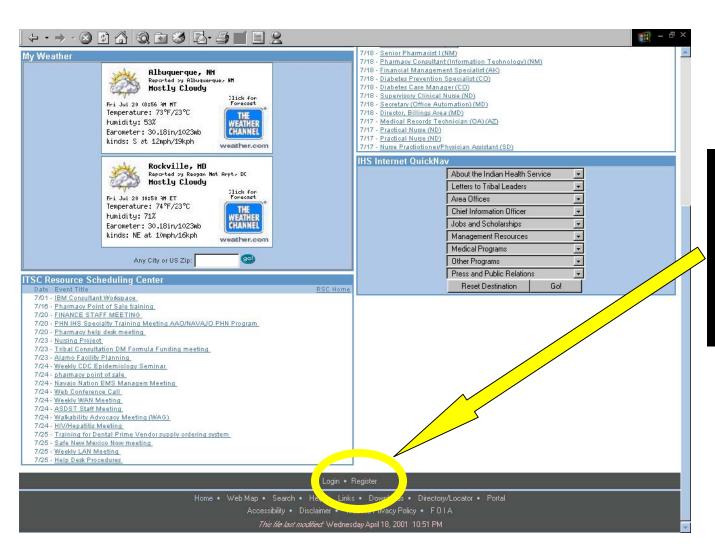
Go to the IHS
Intranet or
Internet site and
select "portal"

Accessing the Knowledge and Learning Portal Sites



The Knowledge and Learning portals are available thru the pull-down menu on the My IHS page

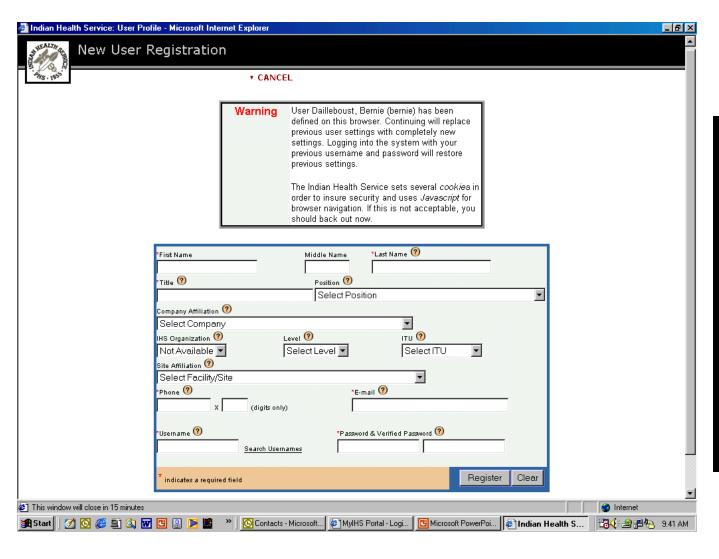
The first step is to register



Click on Register in the footer to establish a User ID and Password

(You only have to register once!)

Setup User ID and Password

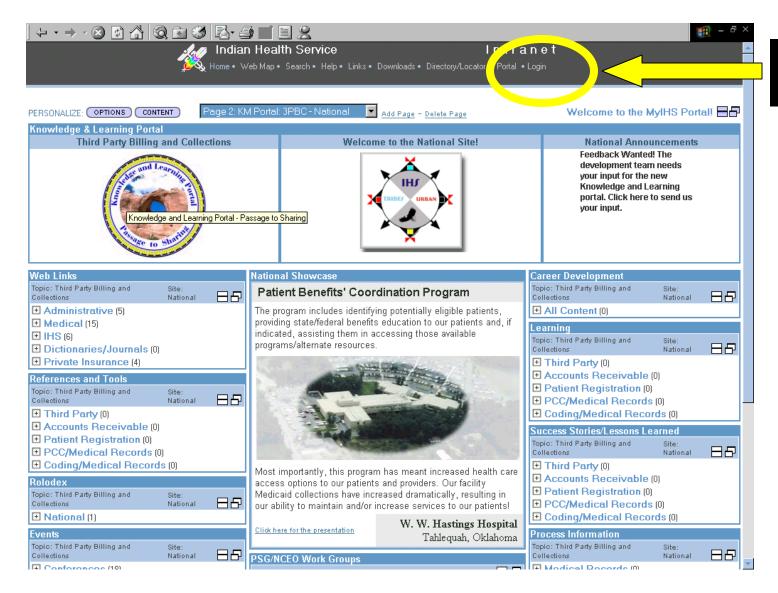


Registering will allow you to personalize the portal.

Only the fields marked with the red asterisk are required

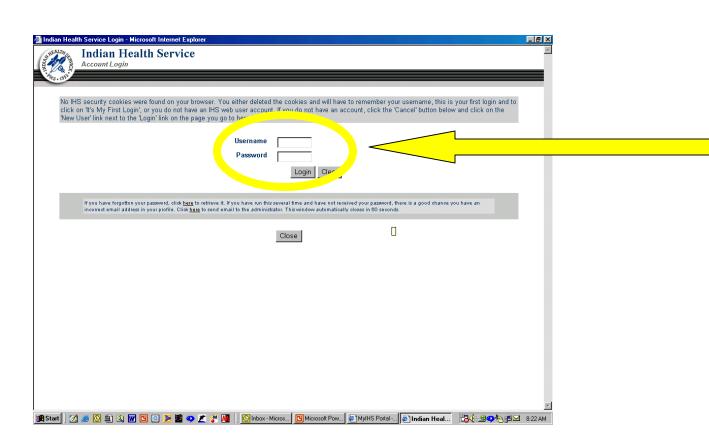
Please note that the login process is case sensitive!

Login at the initial screen



The next step is to login.

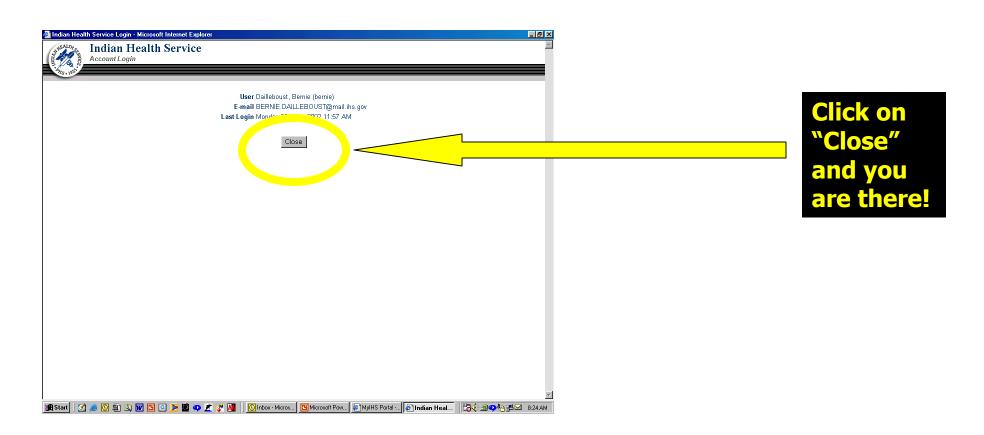
Unique user name & password



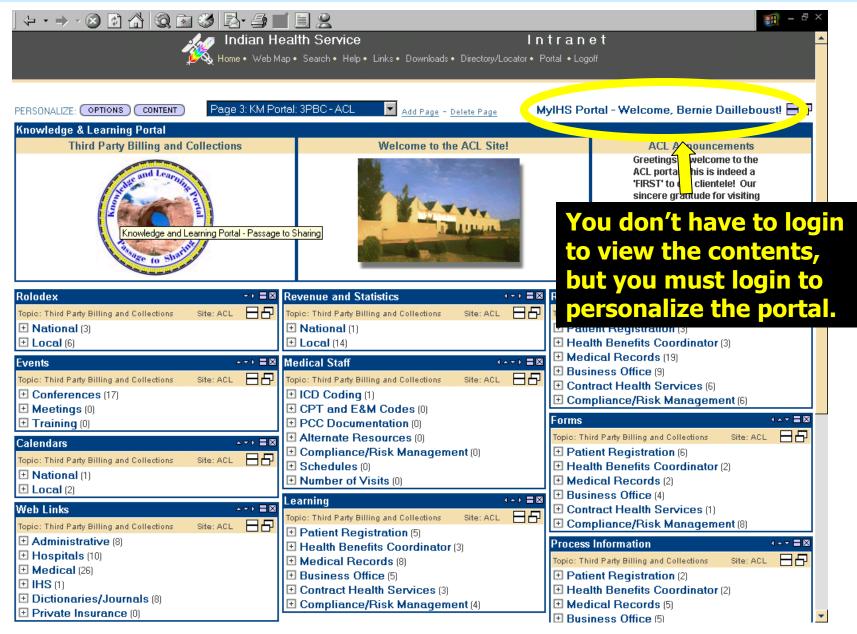
Use your User ID and Password created during the Registration process.

Remember that this process is case sensitive

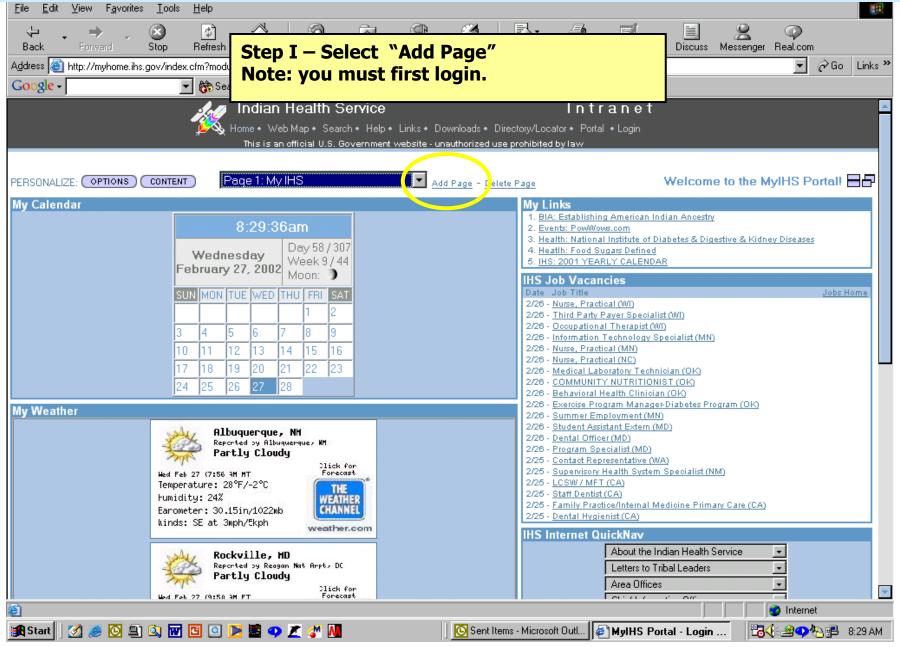
Your login is confirmed



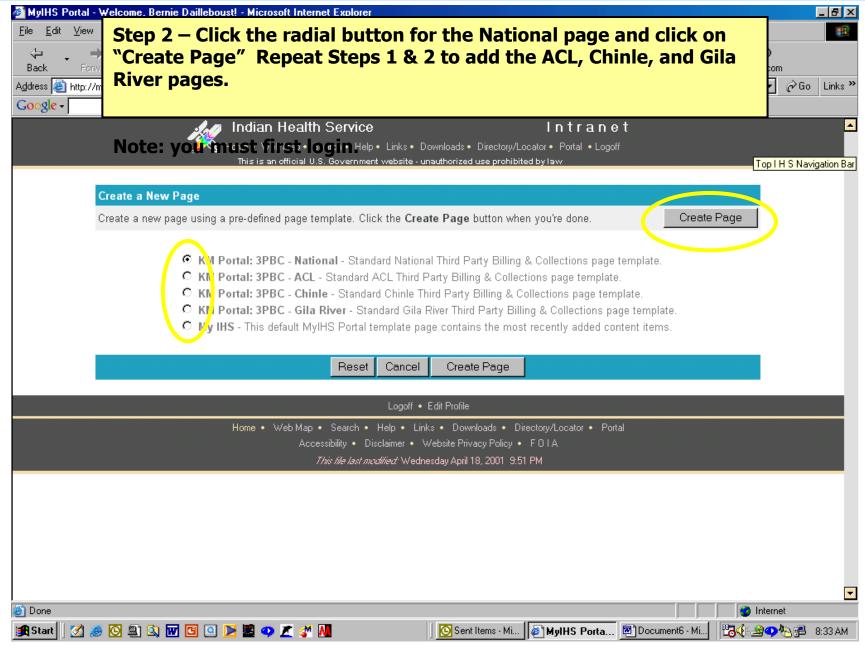
You are now logged in!



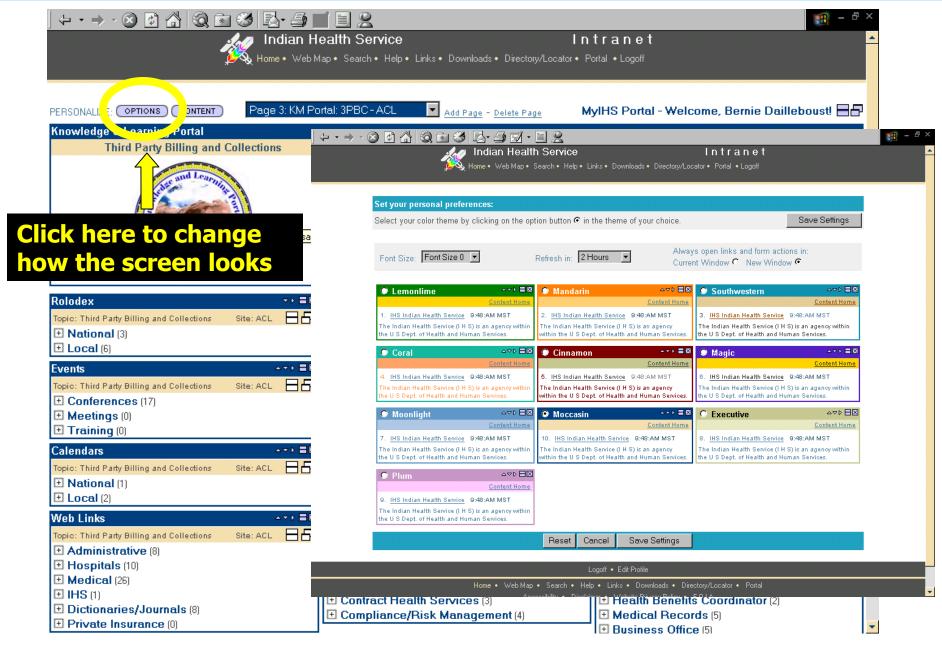
Adding Portal Pages — Step 1



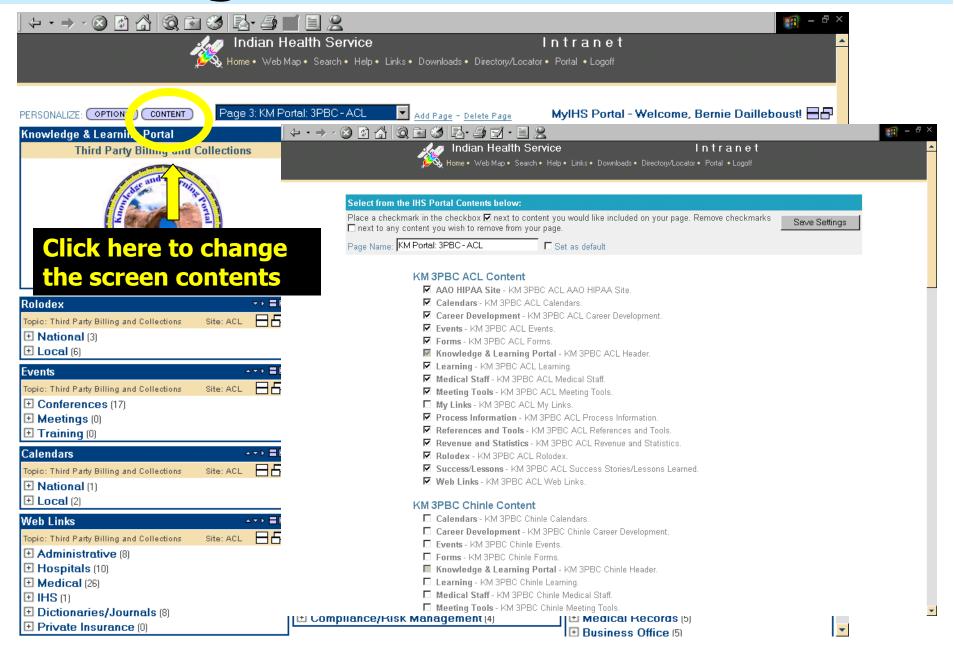
Adding Portal Pages — Step 2



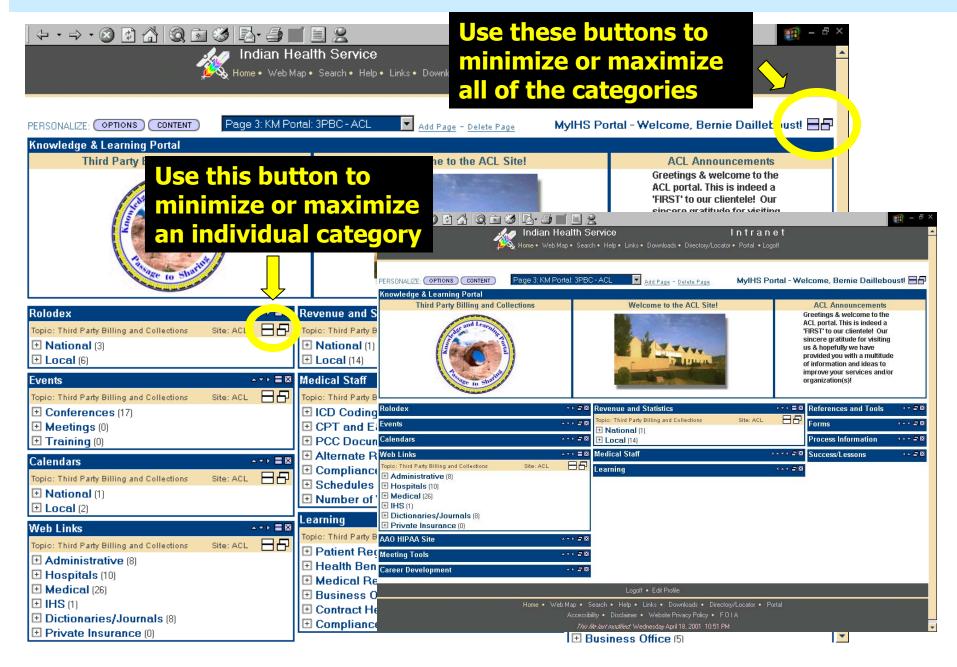
Change how the screen looks!



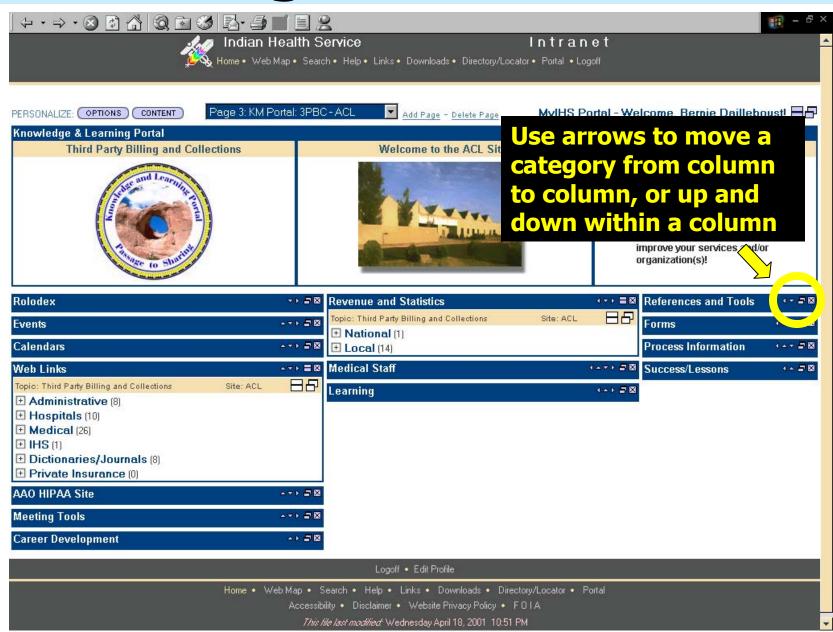
Change the screen contents!



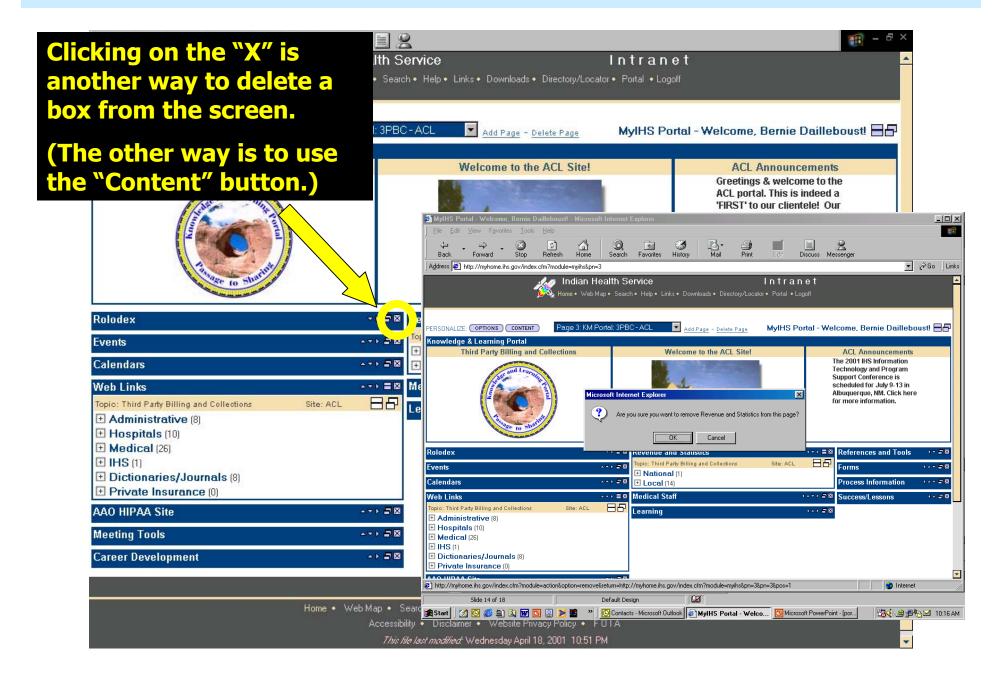
Run minimized or maximized!



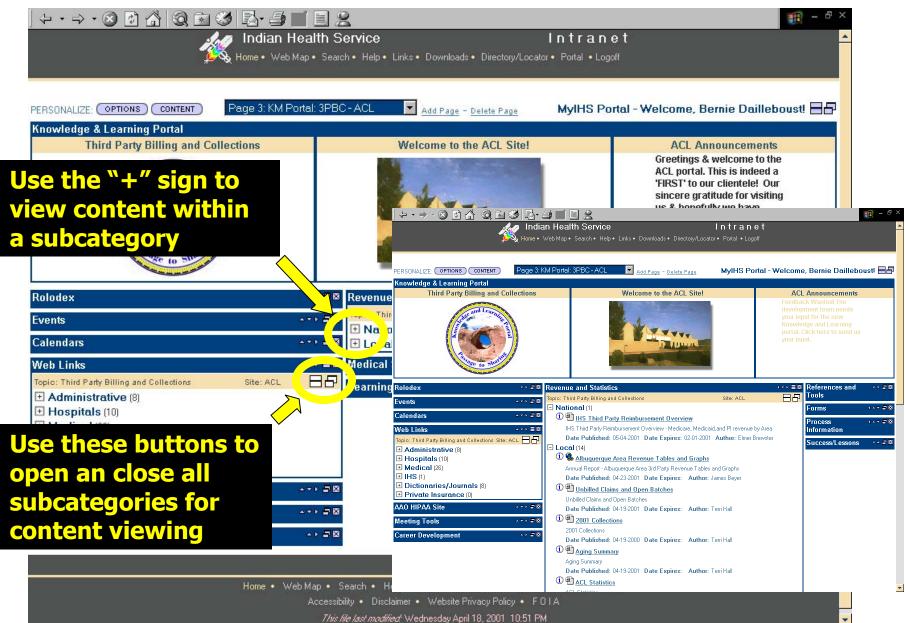
Rearrange screen content!



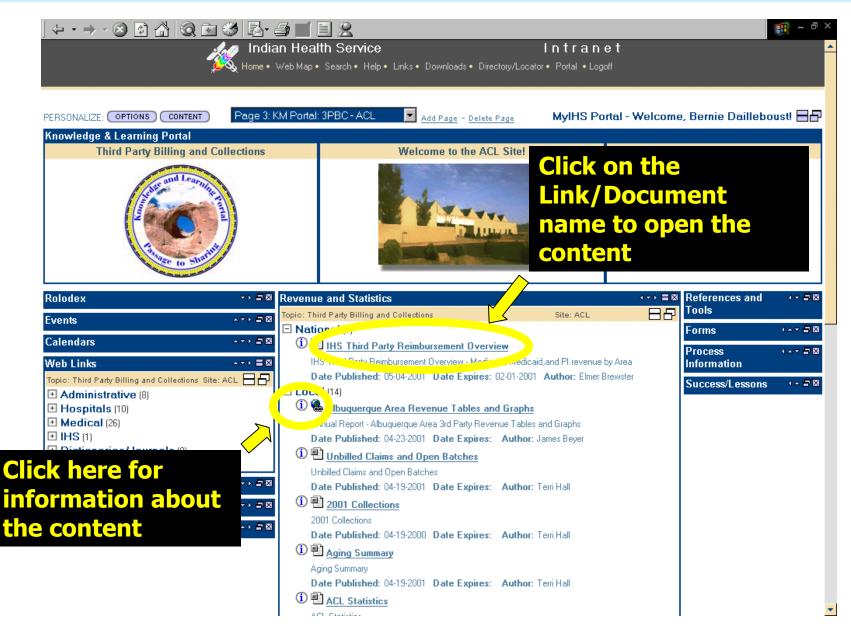
Remove screen content!



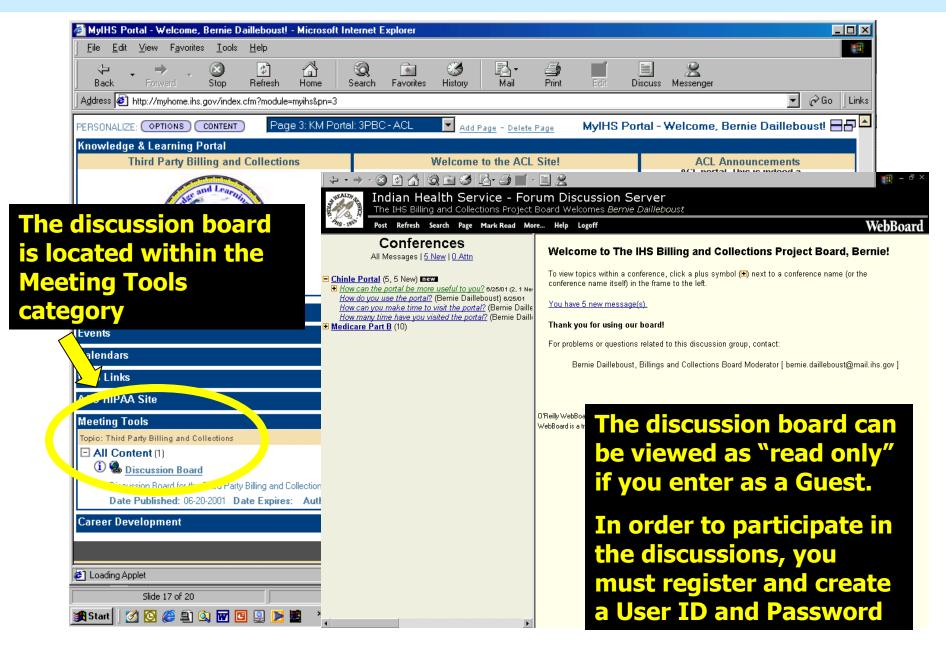
Accessing category content!



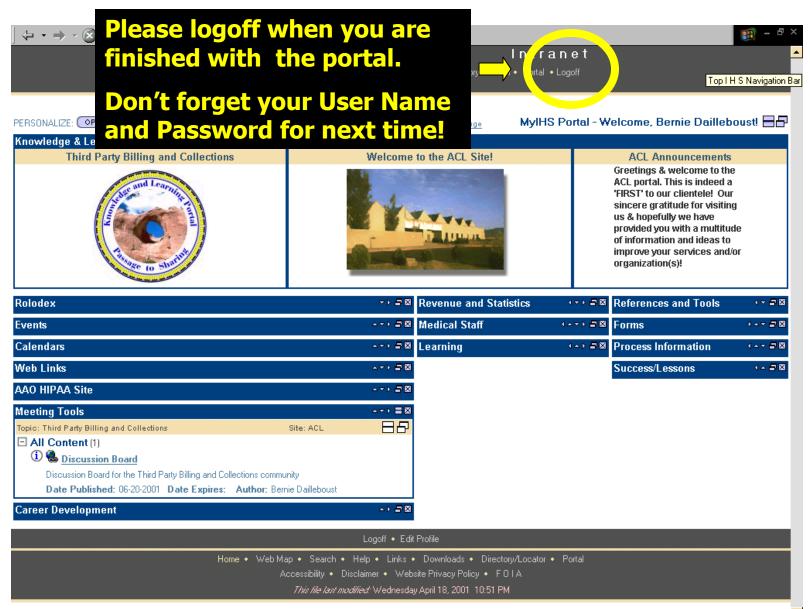
Viewing category content!



Join Discussions or Comment!



Don't forget to logoff!



Your input is important!

If you have any questions or feedback, send an email to either

<u>bernie.dailleboust@mail.ihs.gov</u>

Your input is important to the further development of the Knowledge and Learning portal.